



Dear 2017 MLW Middle School Experience in Leadership (MSEL) Delegates and Family Members,

We are very excited to welcome you to our program and are thrilled that you will spend a week with us this summer! Check-in is at 1:30pm on Sunday, July 16, 2017 and pick up is on Saturday, July 22. Please see the enclosed information for more details, including a packing list and directions to Washington College.

Our staff has spent the last two months training and preparing for the week ahead. John Quincy Adams once said, "If your actions create a legacy that inspires others to dream more, learn more, do more and become more, then, you are an excellent leader." For 62 summers, our goal has been to empower our delegates to embody these actions of a leader during our program and beyond.

Maryland Leadership Workshops teaches delegates about leadership through experience, inquiry, and discussion. Instead of simply telling our delegates how to use leadership skills in different situations, they are given opportunities to experience new challenges firsthand. Through the utilization of their own experiences, strengths, and working with fellow MLW team members, our delegates will be able to build new skills and gain information in order to achieve their goals. The 20 MSEL members of the MLW staff facilitate the learning process by using guiding questions and allowing delegates to create their own understanding through experience. On top of it all, it's fun! A week at MLW stays in the heart and mind of every delegate for years to come.

In today's cultural and political climate, youth leadership is especially important. We feel it is our duty to lift up the coming generation to meet the challenges they will face. However, at MLW we believe in the unique and powerful potential within every delegate to lead, and hope this week will enable your child to see this potential within themselves. Thank you for allowing your child to join us and we hope they leave our program with the desire to impart change, as we try to do as MLW staffers.

Thank you for your help to make this a great experience for everyone. We look forward to seeing you soon.

**Devan Ogburn & Sandie Goldstein**

MSEL Director & Assistant Director

**PRE-SITE, CHECK-IN, AND ON-SITE LOGISTICS**

## **Pre Site**

Below is a detailed list regarding pre-site, check-in, and on-site logistics. Please read it thoroughly along with your delegate.

**Please log on to complete the 2017 MLW SHW Pre-Site Leadership Inventory survey.** It helps our staff get to know you better and allows you to let us know how you want to be involved throughout the week. You are asked to complete the survey as soon as possible. The link is:

<https://www.surveymonkey.com/r/2017MSELPre>

Pack a reusable WATER BOTTLE. Summers in Chestertown are hot and we want everyone to stay hydrated. It is preferable that this water bottle has your name on it.

Bring a small backpack or bag to use to carry binders, pens, etc.

We strongly suggest to not bring electronics such as iPods, tablets, laptops, or games. Delegates will only be allowed to use their electronic devices during personal time in the evenings. It is expected that devices are to be left in their dorm during the day. MLW is not responsible for the loss or damage of these devices, so it is best to leave them at home.

Mobile phones are allowed if a student wants to be able to call home before lights out. MLW is not responsible for loss or damage of mobile phones. Mobile phones are not permitted in workshops or at any organized activities and will be confiscated by staff if used inappropriately or at inappropriate times during the day. If you prefer to leave your phone at home, you can always use the phone in the office to call home or bring some postcards or letter writing materials and send a letter instead!

Please review the rules and guidelines of the week at Washington College. Under no circumstances are students allowed off the Washington College Campus.

MLW will have merchandise for sale. Other than to purchase those items, delegates do not need to bring any money to MLW.

## **Registration**

The address is 300 Washington Avenue, Chestertown, Maryland, 21620. Check-in begins at 1:30 on Sunday, July 16 in Gibson Center for the Arts and ends promptly at 2:15. If travelling north on Rt. 213, turn left onto Greenwood Ave. If travelling south on 213, turn right onto Greenwood Ave. Follow to the parking lot behind Gibson, and you can enter the building from the door that faces the parking lot. Please leave all suitcases and personal belongings in your car until you have checked in and received your room assignment.

If you have any kind of medication whether it is prescription (RX) or over the counter (OTC) medicine such as vitamins, please bring it to the registration and be sure to check-in with the nurse. All medicine should be in its ORIGINAL container and prescription medicine must match the physician's orders on the medical form from the application.

### **Parent Meeting on Sunday and the Closing Ceremony on Saturday**

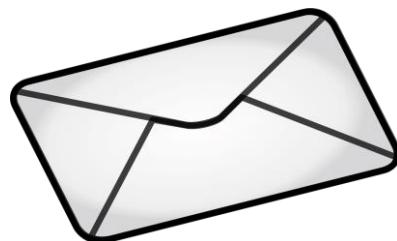
There will be a brief parent meeting on Sunday at 2:30 in the Decker Theater of the Gibson Center for the Fine Arts building to inform parents of the week ahead and answer any questions. If you are able, please attend. There will also be a Closing Ceremony at the end of the week which we encourage you to attend. The Closing Ceremony will be held on Saturday morning, July 22, at 10:30 also in the Decker Theater. Delegates will be dismissed at the conclusion of the Closing Ceremony, 11:15am. Please allow for the likely event of heavy traffic on the Bay Bridge. Families that do not procure their child before noon will be issued a late fee.

### **Staying in Touch**

MLW will provide a nightly blog to update family and friends on each day's activities. To find this blog, visit [www.mlw.org](http://www.mlw.org) and select the News tab. If you would like to contact the MLW office during the week, please email [anita@leadershipmd.org](mailto:anita@leadershipmd.org), call Washington College at 410-778-8881, or call our main number 301-444-8623, which will be forwarded to our college office.

To send a letter to your child, please use the following address and send everything before Wednesday of the week to ensure delivery.

CHILD'S NAME — MSEL  
Maryland Leadership Workshops  
Washington College  
300 Washington Avenue  
Chestertown, MD 21620



## **IMPORTANT MEDICAL INFORMATION**

As part of the program application, any delegate taking medicine should have already submitted a physician- and parent/guardian-approved form about each prescription and non-prescriptions medications that s/he is allowed to take. If you have not submitted these forms, we have included a reminder in this packet and you are asked to please submit them as soon as possible. You will not be admitted on site unless we receive your medical forms by June 30. Please contact the office if you are having difficulty with the forms. We also encourage you to make a copy of the medical forms for yourself.



If there are any changes to your original forms, changes must be made in writing on the approved MLW medication forms and must include the delegate's name, parent/guardian signature, date signed, the medicine name, the reason for medicine, and documentation indicating that at least one dose of medication was given at home. Contact the MLW office if you need medical forms.

### **Checking-In Prescription and Non-Prescription Medications:**

If you bring over the counter or prescription medicines with you to MLW, at the on-site registration you will be asked to check-in with the nurse and turn in all medicines at that time. Delegates are not allowed to have medicine in their rooms or on their person unless approved by the nurse (examples include epi-pens and inhalers). All medications being turned in, whether they be prescription or non-prescription, must be pre-approved in writing by an authorized health care provider on the MLW form. Delegates who fail to comply with these policies will not be allowed to take medication on-site.

#### **Prescription:**

Please bring your prescription in original containers (this includes the box for appliances such as epi-pens) that list the prescription number, the date filled, the prescribing physician's name, the name of medicine, and the patient's name. The prescriptions should match the what's on the MLW medication form exactly.

#### **Over the Counter (OTC) Medicine:**

**IMPORTANT:** If there is an over the counter medication that you take regularly or on as 'as needed' basis (eg, Advil, Claritin), it must be included on the prescription form and have a health care provider's signature in order to take it at MLW. Please bring your over the counter medication per the instructions above with you in these cases.

#### **Using Prescription and Non-Prescription Medications On Site:**

Only delegates who have obtained the necessary health care provider signatures on the MLW OTC and RX forms will be allowed to take medicine while at MLW.

While at MLW, a delegate who is taking any medication on a regular basis will come to the MLW office each day at the designated time (breakfast, lunch, dinner, bedtime) to take pre approved medications.

If a delegate is feeling ill, they will come to the office. Parents will be contacted and over the counter medicine will be administered as appropriate. Again, only delegates with the over the counter form completed and signed by a healthcare provider will be able to take any of the over the counter medications.

**Delegates will be supervised during their medication intake, but the MLW staff expects that all delegates are capable of self-administering medication. If this is not the case, call the MLW office at (301)-444-8623 immediately.**

Medical Emergencies:

If any delegate experiences any significant health difficulties during the program his or her parent/guardian will be notified immediately, and the delegate may be taken to the Kent & Queen Anne's Hospital which is located directly behind the campus. 911 may also be called. The delegate's file, including medical emergency contact information, health history and insurance information will be taken with them.

Emergency Personnel:

As part of its Maryland Youth Camp certification, Maryland Leadership Workshops is required to employ at least two full-time, residential staff members who are certified in CPR and First Aid. Certifications for these staff members are kept on file in the MLW office and are available upon request.

Additionally, Washington College Campus Security is trained in CPR, First Aid, and AED use.

### **MLW PACKING LIST**

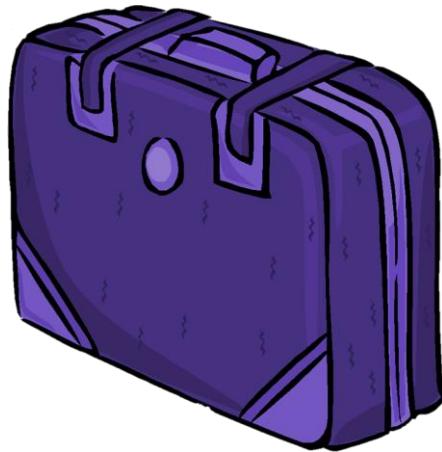
Be sure to pack enough comfortable, weather appropriate clothing for the week. Your clothes should be school-appropriate; if you wouldn't be allowed to wear it at school, please do not bring it to MLW. Staff and delegates wear casual, comfortable clothing, so bring shorts, t-shirts, jeans, sneakers, and a sweatshirt, as we'll be both inside the air conditioning and outside in the summer heat.

There will be a variety show that delegates will plan and implement. Please bring any instruments, equipment, or anything else that will help you share your talent with the rest of the MLW community, if you wish.

The Closing Ceremony dress code is business casual. Please consult with your delegate as to what would be appropriate from their wardrobe for the function. For example, a good option for male delegates would be khakis or slacks with a button up or polo. Female delegates are welcome to wear slacks and a blouse, a skirt or dress.

Please include the following when packing for your week at MLW:

- Flashlight
- Sheets for a twin bed (and/or a sleeping bag) and a blanket (the dorms are air conditioned so it can get cold)
- Pillow
- Towels – bath *and* hand towels (Paper towels/hand towels not provided in dorms)
- Toiletries (don't forget a toothbrush, toothpaste, hand soap and shower soap, and deodorant)
- Sunscreen and bug spray, as we do activities outside during the day and evening
- Shower Shoes
- A rain jacket/umbrella
- A sweatshirt for cold classrooms
- Alarm Clock
- Pens or pencils
- A reusable water bottle
- A small bag or backpack to carry guidebook, pen, water bottle, etc.
- Clothing for messy games
- A business outfit for the Closing Ceremony
- Athletic equipment: tennis shoes, Frisbee, Football, etc...
- Light snacks and drinks for evenings (optional)



## Policies and Procedures

**Reminder:** You signed this as a part of your application.

Please review with your child again prior to coming on-site.

### Attendance and Refund Policies

The following refund schedule applies for delegates who cancel their registration.

- Cancellations before May 1st will receive a \$500 refund.
- Cancellations between May 1st and June 1st, will receive a \$300 refund.
- Cancellations after June 1<sup>st</sup> cannot be refunded.
- Refunds will be issued by September 30th.

All necessary items for a complete application, including signed medical forms, must be received prior to May 15th. A reserved space in the program may be forfeited in order to make room for the delegates who are on the waiting list if material is not received by the deadline.

Students participating in MLW's summer programs must participate in the entire week-long residential experience. Students will not be permitted to arrive at the program late or depart early. Unfortunately, refunds cannot be made to students who, for unexpected health or other reasons, must leave the program early. MLW reserves the right to expel without refund any student who violates MLW's Rules and Expectations, violates Maryland State law, or for other cause.

### Permission to Apply and Attend

I hereby grant permission for my child to apply to and participate in this program. I accept and assume any and all risks associated with his/her attendance and participation in the program and its activities. I understand that my child should not attend the camp if he/she is not healthy. I understand that my child must abide by program policies and the instructions of program staff. I permit my child and his/her image to be involved in activities and media events that are designed to promote the benefits of Maryland Leadership Workshops, Inc., including but not limited to photographs, videotapes, posting images on the MLW website, Facebook page, Twitter, Instagram and other social media, newsletters and press releases. Additionally, I hereby grant permission for MLW to share the school name and email address of my child with other participants in MLW programs, local school system personnel, Leadership Maryland, and local community leadership associations. Knowing these facts, I, for myself, my child attending the program, and anyone else who might claim on my or my child's behalf, hereby agree that MLW is not responsible for lost or stolen items, accidents, injuries, and/or medical or dental expenses arising from my child's participation in the program and, accordingly, I covenant not to sue, and waive, release and discharge MLW and anyone working on their behalf from any and all claims of liability or expenses of any kind or nature whatsoever arising out of or relating to my child's participation in the program. I have carefully read all of the information in this application form and agree to all conditions.

## Expectations of Delegate

### RESPECT

MLW fosters an environment of diversity and inclusion. Respect for one another is of primary importance in order for all delegates and staff members to learn and grow throughout the week. Treat others with respectful behavior so that you may expect the same in return. This includes:

- Respect requests made by MLW staff members and campus employees.
- Avoid the use of profanity/obscene language.
- Respect the privacy of MLW participants and other groups who may be using the campus.
- Avoid touching of other people and their belongings (this includes fights and theft).
- Respect all ideas and beliefs and avoid the use of derogatory comments towards others.

### ATTENDANCE

It is expected that you will attend all scheduled activities. We have many fun and challenging activities for you and expect that you will be a part of each one.

Eating three balanced meals a day, drinking plenty of liquids, and getting enough sleep will ensure that attending all activities will be no problem.

In case of an emergency or any circumstance preventing participation in activities, notify a staff member immediately!

## Rules and Procedures to Follow for a SAFE and FUN week

### IN AND AROUND DORMITORIES

There will be no guys on girls' halls and no girls on guys' halls unless approved in advance for an official activity. This includes stairwells that lead from such halls, which are labeled "off limits." Common areas are open to all delegates.

No outside visitors are permitted at anytime during the week without prior permission from the program director.

In the event of a fire, pull the fire alarm and exit the building quickly, knocking on the doors that you pass.

Check in with your assigned staff member at the designated meeting location.

In the event of another type of emergency, contact the staff member who is on Dorm Duty. His/her name will be posted on your hall each day.

Do not prop open outside doors at anytime.

### CHECK-IN AND LIGHTS OUT

Check-in will occur every night at the time indicated in the guidebook you receive at registration. You must check in with a staff member from your hall by the stated time. We will give you time to get ready for bed, and we will usually schedule a hall meeting after check-in.

Lights must be TURNED OFF at the time designated in your guidebook. Although you may be accustomed to staying up a bit later, remember that this week is very active and demands your full energy every day. You will need your sleep to fully participate in all activities.

### AROUND THE CAMPUS

At registration, you will receive an MLW button with your name on it. This button must be worn at all times unless, of course, you are in the shower or sleeping. You must also wear shoes at all times except when showering and sleeping (although you may want to wear shower shoes).

You may NOT leave campus at any time or for any reason. If you are uncertain of campus boundaries, ask a staff member. Commercial properties located near the campus are not part of the campus. If you have forgotten a necessity item, give the office staff money and a written description of the item, and they will secure it for you.

If you are driving yourself to the program, please inform the MLW Executive Director Anita Anderson at

[anita@mlw.org](mailto:anita@mlw.org) so that parking and other arrangements can be made for you.

Do NOT walk alone anywhere — always take a buddy with you.

#### **TOBACCO, ALCOHOL, AND OTHER DRUGS**

The possession and/or use of drugs, alcohol, and tobacco is absolutely forbidden at all times during the week.

No over the counter or prescription medication is allowed in dorm rooms. All medication is to be turned in to the health consultant at registration and will be available by coming to the MLW onsite office. Only delegates with forms signed by a health practitioner will be allowed to take over the counter or prescription medication.

#### **INAPPROPRIATE BEHAVIOR AND CONSEQUENCES**

These expectations are intended to allow all delegates and staff members to have a safe and successful week. Any behavior described in this document or at the discretion of a staff member that threatens or jeopardizes the safety of other persons or their enjoyment of the program will not be tolerated. The MLW directors and staff may take any of the following actions as a consequence for delegates who do not meet the expectations outlined above:

- A conference with the delegate and a staff member.
- A conference with the delegate and a program director.
- A phone call home informing a parent/guardian of the incident.
- A delegate-written letter of apology to the offended party.
- The withholding of participation in social activities.
- Removal from the program (a parent/guardian will be requested to pick up the student).

## MLW MEDICAL FORM – Medication Administration Authorization

You must complete one form for EACH medication – prescription or over the counter.

This form must be completed fully in order for youth camp operators and staff members to oversee the administration of camper medicine. A new medication administration form must be completed at the beginning of each camp season, for each medication, and each time there is a change in dosage or time of administration of a medication.

- Prescription medication must be in a container labeled by the pharmacist or prescriber.
- Nonprescription medication must be in the original container with the instructions for use. Nonprescription medication includes vitamins, homeopathic, and herbal medicines.
- An authorized individual must bring the medication to the camp and give the medication to MLW's contracted nurse/adult staff member.

### I. PRESCRIBER'S AUTHORIZATION

1. CHILD'S NAME		2. DATE OF BIRTH _____/_____/_____ Month Day Year		
3. CONDITION FOR WHICH MEDICATION IS BEING ADMINISTERED:		4. EMERGENCY MEDICATION [ ] YES <b>-If yes, see Section II below.</b> [ ] NO		
5. MEDICATION NAME	6. DOSE		7. ROUTE	
8. TIME/FREQUENCY OF ADMINISTRATION		9. IF PRN, FREQUENCY		
10. IF PRN, FOR WHAT SYMPTOMS				
11. KNOWN SIDE EFFECTS SPECIFIC TO CHILD				
12. MEDICATION SHALL BE ADMINISTERED during the year in which this form is dated in 14b below unless more restrictive dates are specified in 12a and 12b. This authorization is <b>NOT TO EXCEED 1 YEAR.</b>		12a. FROM _____/_____/_____ Month Day Year	12b. TO _____/_____/_____ Month Day Year	
13. PRESCRIBER'S NAME/TITLE		This space may be used for the Prescriber's Address Stamp		
TELEPHONE	FAX			
ADDRESS				
CITY	STATE			ZIPCODE
14a. <b>PRESCRIBER'S SIGNATURE (Parent/guardian cannot sign here)</b> (ORIGINAL SIGNATURE OR SIGNATURE STAMP ONLY)			14b. <b>DATE</b>	

### II. AUTHORIZATION FOR SELF-ADMINISTRATION (REQUIRED) / SELF-CARRY (OPTIONAL)

**This section must be completed for approval of supervised self-administration. Self-carry is only permitted for emergency medications such as inhalers and epinephrine.** Both the prescriber and the parent/guardian must consent to self-administration below. The child named above may self-carry emergency medication ONLY if indicated below. Otherwise MLW staff will keep medication under lock and key.

I authorize self-administration of the above listed medication for the child named above under the supervision of the youth camp operator or a designated staff member. **ONLY If indicated below, the child named above may self-carry emergency medication.**

15a. <b>PRESCRIBER'S SIGNATURE</b> authorizing self-administration	15b. SELF-CARRY EMERGENCY MEDICATION (Check One) [ ] YES    [ ] NO    [ ] N/A - Not emergency medication	15c. <b>DATE</b>
16a. PARENT/GUARDIAN'S SIGNATURE authorizing self-administration	16b. SELF-CARRY EMERGENCY MEDICATION (Check One) [ ] YES    [ ] NO    [ ] N/A - Not emergency medication	16c. DATE

### III. PARENT/GUARDIAN AUTHORIZATION

I request the authorized youth camp operator, staff member or volunteer to supervise the camper in self-administration as prescribed by the above authorized prescriber. I certify that I have legal authority to consent to medical treatment for the child named above, including the administration of medication at the facility. I understand that at the end of the authorized period, an authorized individual, as listed in 17c below, which may include the child, must pick up the medication, otherwise it will be discarded. I authorize camp personnel and the authorized prescriber indicated on this form to communicate in compliance with HIPAA.

17a. PARENT/GUARDIAN SIGNATURE	17b. DATE	17c. INDIVIDUAL(S) AUTHORIZED TO PICK UP MEDICATION
17d. HOME PHONE #	17e. CELL PHONE #	17f. WORK PHONE #

